

Job title: Strategic Director, Resources (S151 Officer)

Grade: JNC Chief Officers – Strategic Director

Directorate: Resources

Accountable to: Chief Executive

Job Purpose

The Strategic Director, Resources is responsible for providing lead professional and strategic advice to elected members and officers within the remit of the specific functional areas and ensuring the council delivers good financial management so that public money is safeguarded and used appropriately. This means being involved in all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered in alignment with the council's corporate plan. It also means oversight of the enabling functions of the council.

Specifically, this post is responsible for leading on key strategies and plans relating to financial administration and strategy, treasury management, investments, pension fund management, corporate and service risk management, internal audit, counter fraud, insurance and IT, including the IT and digital strategy, and legal services. This post also has a key role in supporting and liaising with officers within council subsidiary companies, holding them to account in the delivery of their business plans and taking into account the impact of their operations on the council as a whole.

Leadership Responsibilities

- To lead the effective management of the financial affairs of the council by providing high quality financial information and advice to the council, its elected members, its officers and partnerships and is designated as Section 151 Officer and the council's designated senior information risk officer (SIRO).
- To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential.
- Ensure that the performance and development framework is effective for all staff.
- To secure, and build on, the implementation of the council's continuous improvement programme.
- To work collaboratively with residents and key partners in creating networks and opportunities to improve services for the people of Barking and Dagenham.
- To be a champion of the council's approach to equality, diversity and inclusion.
- To maintain the highest standards in financial and people management and corporate governance.
- Ensure that people and their needs are central to decision making, and any steps leading to them by engaging internal and external stakeholders and residents fully

in the development of ideas, strategies and policies, as well as ensuring that these approaches are implemented throughout the services, thereby delivering effective outcomes and all times avoid a siloed, or single service area approach.

- Displays positive inclusive leadership for equalities and diversity principles, leading by example and encouragement, ensuring that they are integrated into all aspects of service delivery so that the needs of the whole community are addressed.

Specific Accountabilities of the Role

- To ensure the financial affairs of the council are managed in an efficient, economic and cost-effective manner acting as the council's officer for the purpose of section 151 of the Local Government Act 1972, making all necessary arrangements for the proper administration of the council's financial affairs in accordance with the obligations placed upon the council under Section 151 of the 1972 Local Government Act as Chief Financial Officer.
- To take overall ownership of the council's information risk policy, act as champion for information risk and provide advice on how to mitigate risk in accordance with the council's risk appetite in the role of senior information risk owner (SIRO).
- To act as a key member of the strategic leadership team, helping it to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest.
- To be accountable for the development of the council's Investment strategy and the delivery of an effective investment portfolio, safeguarding the risks to the residents of Barking and Dagenham in the portfolio
- To lead on the delivery of modern, effective and transparent decision-making processes and governance arrangements in the council, including the Executive, Council and committees.
- To lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- To be accountable for the effective management of projects and programmes. This will include the strategic management of capital programmes and all council wide procurement in conjunction with the relevant strategic director including specific major council-wide projects and issues as directed by the Chief Executive
- To provide strategic leadership and direction to the council's finance, investment, assurance, collections, debt, legal services and IT functions in support of the delivery of the council's vision and objectives.
- To lead the resources service by ensuring cohesive plans and strategies are produced which specify outcomes, resources allocated for their achievement, performance measures and standards to be achieved and to underpin this plan with a performance management system involving all staff across the following services:

- Corporate finance
 - Services finance
 - Treasury and investment fund management
 - Pensions administration and fund management
 - Assurance & counter fraud
 - IT
 - Legal services
 - Support & Collections
- Leading on financial transparency ensuring stakeholders and the public have full access to a range of meaningful financial data upon which they can hold the council to account and encourage innovation and the promotion of new ideas.
 - Identifying innovative financial solutions to ensure the affordable delivery of new or existing council services in line with the council's budget and financial rules, working closely with Strategic Directors across the council.
 - Taking a leading role in the development and implementation of the council's medium term financial policy and budget strategy and other relevant financial strategies including those for the London Borough of Barking & Dagenham pension fund.
 - Leading on the production of the council's statement of accounts and group accounting requirements, to ensure all statutory deadlines are met and an unqualified audit opinion is received.
 - Actively seeking and progressing ways to improve the financial health of the council including commercial partnerships and subsidiary companies.
 - Ensuring effective mechanisms are in place for the delivery of financial objectives and monitoring of commercial ventures with early identification and mitigation of financial risk.
 - Managing external financial relationships with the external auditor, government departments and, where necessary, city Institutions in order to maximise the council's local discretion over its financial affairs.
 - Ensuring that effective systems are in place for the provision of timely, high quality, financial information and advice.
 - Ensuring that the council has effective systems and processes in place for the prompt billing, efficient collection and proper accounting in respect of all debtor income.
 - Have full oversight of enabling functions across the council and how they contribute to the delivery of the corporate plan.
 - Be responsible for the delivery of the council's IT and digital strategy.
 - Develop appropriate service quality measures, targets and outcomes for accountable assessment using the necessary and appropriate mechanisms that enable more transparent accountability for delivery in the service.

General Accountabilities and Responsibilities

People management

- Lead and manage staff in line with the council's DRIVE values and act as a leadership role model putting equalities, diversity and inclusion at the heart of people management.
- Lead and direct the services within the function to ensure that they are effective and efficient, that set and achieve high standards of performance, provide best value and that overall budgets are managed and controlled.
- Ensure accountable services are managed within budget, encouraging services to actively identify and evaluate new funding opportunities through additional income, grants and commercial partnerships and innovative new ways of working.
- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the council and the service and are able to successfully implement decisions.
- Responsible for setting clear and fair objectives for employees and others assigned and to review employee's performance against these objectives.
- Responsible for staff management and supervision including recording absence and carrying out return to work interviews, employee appraisals, and managing performance etc.
- Ensure that staff are updated on matters that may affect them, including council policies etc and that they comply with its requirements including the completion of mandatory training in relation to. managing information and data protections.
- Make sure that full confidentiality is respected by all staff.

Customer Care

- Provide services which are fair and accessible to all, challenging existing practices that support the traditional culture and promote the customer first proposition across the council.
- Ensure compliance with appropriate legislation, council policies, the council constitution, financial rules, employees code of conduct and other requirements of the council.
- Promote the development of a high quality individual need led service, to comply always with the council's policies and procedures, particularly those regarding data protection, equalities and diversity and health and safety.
- Ensure compliance with and actively promote the council's equalities and diversity policies and strategies.
- Ensure compliance with and actively promote health and safety at work legislation, council and service H&S policies and procedures.

- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Ensure compliance with appropriate legislation, council policies, the council constitution (including contract rules, financial regulations and rules, employment procedure rules, employees code of conduct), information security policies, social media policy and other requirements of the council.
- Comply with the competencies and standard requisites agreed by the council as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.
- Ensure high standards of record management and assume responsibility for all information assigned to the post.

This is a politically restricted post in accordance with Section 2(1) (b) of the Local Government and Housing Act 1989.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the line manager within the grading level of the post and the competence of the postholder.

PERSON SPECIFICATION
Strategic Director, Resources (S151 Officer)

Attributes	Essential	Method of Assessment
Education Qualifications	<ul style="list-style-type: none"> • CCAB Qualified Accountant. • Educated to degree level, or extensive relevant experience. • Management qualification or extensive training 	A
Knowledge	<ul style="list-style-type: none"> • Detailed understanding of Local Government Finance, Partnership funding, private finance and other new sources of alternative funding. • Understanding of how local government works and the major influences and challenges it faces. • Detailed knowledge and appreciation of the services and functions within the portfolio • Knowledge of the range of support services and maximising efficiency, different delivery models and cost minimisation. 	AI AI AI

Attributes	Essential	Method of Assessment
Experience	<ul style="list-style-type: none"> • Experience of acting as Section 151 Officer • Experience of working with a large pension fund and investment strategy • Track record of delivering change in a large, complex, multifunctional organisation, with reducing resources • Extensive experience of developing and engaging stakeholders in the development and delivery of business strategy • Able to be a credible advocate on behalf of the Council and community. • Understanding of and ability to work within the governance model of a council and experience of working with elected members on strategic and major service issues. • Experience of running major services 	AI
Personal Qualities, Skills and Abilities	<ul style="list-style-type: none"> • Passionate about delivering high caliber Finance. • Have strong verbal and written communication skills that you can tailor to the needs of the audience. • Able to deliver rigorous professional challenge, whilst maintaining productive relationships with colleagues. 	I
	Deliver <ul style="list-style-type: none"> • Committed to achieving the best outcomes for the people of Barking and Dagenham • Being commercially astute, with a constant drive to improve efficiency and productivity. • Understanding how to translate strategy into delivery in a commissioning environment. • Commitment to innovation and new ways of working 	A, I, R, T
	Respond <ul style="list-style-type: none"> • Focus on the customer and seeking to improve the quality of service and the customer experience. • Ability to make things happen at pace, while understanding and managing risks • Demonstrating an in depth understanding of data and evidence in setting standards and improving performance 	A, I, R, T

Attributes	Essential	Method of Assessment
	<p>Inspire</p> <ul style="list-style-type: none"> • Taking accountability for achieving results, and empowering others to deliver, without operating ‘command and control’. • Encouraging others to explore and develop ideas, creating an environment where people work together to achieve shared goals. • Providing direction and purpose and enabling others to work with ambiguity and complexity. • Demonstrating high personal integrity, professional competence, and commitment to personal development • Inspire the service to provide value for money services and prudent use of resources challenging existing services to ensure that they are cost effective and drive through savings so that the public and partners recognise that the Council provides value for money. 	A, I, R, T
	<p>Value</p> <ul style="list-style-type: none"> • Working in a collaborative and consultative manner – forging strong relationships with colleagues and stakeholders • Commitment to fairness and tackling inequalities in service delivery, employment and in the community. • Develops the talent and capability of all staff, and encourages others to realise their potential 	A, I, R, T
	<p>Engage</p> <ul style="list-style-type: none"> • Works effectively across organisational boundaries. • Open and confident in engaging with residents and service users. • Communication and persuasion skills that will inspire trust and confidence in staff, elected members, and other key stakeholders. 	A, I, R, T

A = Application Form I=Interview T = Test P = Presentation R = References